

ADMINISTRATIVE - INTERNAL USE ONLY

13 December 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

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SUBJECT: OIS Weekly Report (6 - 12 December 1984)

A. PROGRESS ON ACTION ITEMS

1. Special Classification Review. The Chairman of the Director's Security Committee (SECOM) completed the Intelligence Community's coordination of the classification review of several patent applications held under a secrecy order. He returned the file to the Classification Review Division (CRD) to prepare the response to the Department of the Army, Office of the Judge Advocate General. (Please refer to OIS Weekly dated 7 August, item A.2, for background information.) CRD drafted a letter and a memorandum to the Executive Director from the Deputy Director for Administration recommending continued classification of some of the patent applications and release of the remainder. The statute requires that the "chief officer" of the Agency must provide the notification that the national interest continues to require the secrecy order.

2. Ames Building ISC. Two new Delta Data terminals have been installed in the Ames Building's Information Services Center (ISC). When ISC personnel are properly trained and procedures developed, an automated document control system will be implemented.

The installation of dedicated air conditioning is scheduled to begin in the ISC on 17 December. While construction is being done, ISC personnel will be relocated in Room 917. During the period of construction (estimated two to three weeks), the ISC will be operating with limited services.

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3. ISCs in the New Headquarters Building. The Deputy Director of Information Services (DD/OIS), the Chief of the Information Resources Division (IRMD), and other IRMD representatives met with the Chief of the Management Staff, Directorate of Science and Technology (DS&T), and the DS&T Records Management Officer to discuss the ISC being planned for the New Headquarters Building. The DD/OIS gave an overview of the ISC concept and explained the OIS position concerning the management of the ISCs. One representative from IRMD provided additional information on the status of the ISC design and the approach to be taken in the Directorate of Administration (DA) relative to the ISC function. He also explained that DS&T offices that will be in the new building had already been tasked for their registry requirements. C/MS/DS&T indicated that the DDS&T supported the concept, but would make no resource commitments without further study. The DD/OIS promised to provide a written proposal on the ISC for the DDS&T's review.

4. TRIS. Work in the Information Technology Branch of IRMD on TRIS programming and testing is proceeding smoothly. The programmers have completed work on eight TRIS menus which will provide users the capability to create document abstracts and folders, record dissemination data, and produce automated manifests and predefined dissemination lists. These procedures are being tested through a special database. The database enables the testers to simulate three different registries that are using TRIS and sharing information on documents. This procedure allows them to test the menus separately to ensure that they are working properly. Following successful testing, demonstrations of the menus will be made to the RMOs and registry personnel.

B. SIGNIFICANT EVENTS & ITEMS OF INTEREST

1. Representatives of OIS (including the Agency Classification Officer) attended a symposium on 5 December sponsored by the Information Security Oversight Office (ISOO) entitled National Security Information: Different Perspectives. Among those presenting different perspectives were Mark H. Lynch, litigator, American Civil Liberties Union, who expressed his concern over attempts to recall and reclassify material already released to the public dominion; Guenter Lewy, an author and professor at the University of Massachusetts who advocated legislation prohibiting unauthorized release or publication of national security information by former government officials; and R. Scott Armstrong, a reporter on The Washington Post and very frequent FOIA requester who justified FOIA requests in order to provide the public facts to compare with the biased releases by appointed Federal officials. As expected, a lively forum resulted.

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2. CRD was asked to consult with the Department of State over the possibility that Ambassador Andrew Steigman--on sabbatical--was preparing to have a manuscript published about which he knew the CIA had serious reservations. Ambassador Steigman, presently writing for the Center for Strategic & International Studies at Georgetown University, has signed secrecy agreements. In discussing the manuscript with the Chief of the Publication Review Board, Ambassador Steigman insisted that his action was based on policy disagreements. The Department has promised to coordinate the review of the manuscript with the Agency once it is received.

3. On 11 December the Chief of the Regulatory Policy Division (RPD) met with personnel from the Information Management Staff of the Directorate of Operations (DO/IMS) to brief them on the requirements of the Agency's regulatory system. He pointed out problems relative to the coordination of issuances throughout the DO. He also stressed the need for timely response and recommended some procedures to accomplish it. Specific examples were provided to demonstrate how handling by the DO delayed publication. DO/IMS personnel explained some of the factors which they must take into consideration but expressed a willingness to work towards improving coordination.

4. Improving Processing of Regulatory Issuances. At the request of the DDA, representatives from ODP met with personnel from RPD to study means of increasing RPD's communications capabilities via WANG with other Agency components that participate in the Agency's regulatory system, particularly the Printing and Photography Division (P&PD). The ODP representatives demonstrated that RPD's existing Wang 7525 ("stand-alone") system presently is capable of meeting all basic needs for processing regulatory issuances. The feasibility of developing a direct telecommunications link with P&PD was demonstrated, although exploratory work is required by ODP before there can be full operational capacity. Future sessions are planned to develop an increased capability between RPD and coordinators of Agency issuances on a step-by-step basis.

5. Records Management Training. OIS sponsored a special running of the National Archives and Records Service (NARS) course on Files Maintenance and Records Disposition at the Chamber of Commerce Building on 5-6 December for 29 MI careerists. The program focused on the maintenance and disposition of paper records, but also included a segment on machine-readable records. The course was tailored to some extent to

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take into account Agency practices with regard to files management and records disposition. The course is part of an ongoing OIS effort to provide more formal records management training for its officers.

6. Automation for the Executive Office of the President (EOP). DD/OIS, Chief, IRMD--and other IRMD personnel--and the Planning Officer for the Office of the Executive Director of CIA, were briefed by Patty Bonney on the Executive Office of the President Network (EOPNET). The system began with the introduction of IBM word processors for the EOP secretarial staff and then evolved to the development of workstations to support senior managers in EOP. IBM developed software that gave these executives a user-friendly system and provided easy access to an electronic mail system, news wire services, spreadsheets, and some personnel and financial data. EOPNET is used by 34 senior EOP managers with further expansion planned. Unfortunately, the system, as configured, would not be well suited to the Agency because it is not secure and makes use of external commercial computer systems for electronic mail.

7. New ISC. The Director of Communications approved the Memorandum of Understanding establishing an Information Services Center that will serve the Offices of Communications and Logistics. The MOU, which previously had been agreed to in principle by the Director of Logistics, has been submitted to both offices for signature. The agreement places responsibility for management of the Center with the Chief, Information Control Branch--a procedure which the division plans to establish for the ISCs in the New Headquarters Building. The MOU also provides for the dissolution of the current registry operation serving these offices and the transfer of several activities back to the Office of Communications. The OC/OL ISC will begin operation when personnel shifts can be carried out.

8. Records Center Inventory. Records Center personnel conducted their annual inventory of the 107,000 boxes stored at the Records Center. The review was to ensure that all the boxes are located in their assigned spaces. It also provides the opportunity to identify boxes that have been charged out to components for more than a year to determine if these records should be transferred back to the component. A few errors in the location of boxes were identified and corrected, and efforts will be made to contact components with long-standing chargeouts to determine their need for these records.

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C. SCHEDULED EVENTS

Representatives from IRMD will meet with OIA officials on 13 December 1984 to discuss the survey report of OIA's Information Management Programs. The Director of OIA indicated last week his acceptance of the draft report's recommendations and his intention to hire an annuitant to help implement them.

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